



SUMMIT UNITARIAN UNIVERSALIST FELLOWSHIP
2021 Safe Re-Opening Room Reservation & Meeting Check List
As of 7/21/2021

With the Covenant of Care (page 2) as our guide, Summit is now accepting room reservations for on-campus meetings of small groups.

1. Group Name: _____
Contact Person: _____ Phone: _____
Email: _____
2. Select the location for your meeting (check one):
 - Sanctuary (maximum 74 people at 50% pre-COVID occupancy)
 - Salon (maximum 32 people at 50% pre-COVID occupancy)
 - Library (maximum 11 people at 50% pre-COVID occupancy)
3. Expected # of participants for your meeting: _____
4. Date of Meeting: ____ / ____ / 20____ Is this a recurring meeting? _____
5. Scheduled Start Time: _____ Scheduled End Time” _____
6. Any special set-up needs (other than chairs in a circle)?

Please abide by the following details:

- ✓ For a meeting to be approved, it must be booked in advance with the Summit Office Administrator. Please send this request form to SuufCalendar@gmail.com. For questions, call 619-562-0833.
- ✓ Follow the Covenant of Care guidelines about masks during your meeting. Each person may bring their own water and snacks. No communal food at this time.
- ✓ Meeting organizers are to abide by the maximum participant limits for the room, listed in #2, above.
- ✓ Meeting leader or contact person is to **turn in the completed Meeting Sign-In Sheet** to the office after meeting with a full listing of all meeting participants, even those arriving late or leaving early. *This information will only be used if needed for contact tracing due to an outbreak.*

Summit UU Fellowship Covenant of Care

Revised 8-11-21



In practicing our Unitarian Universalist Principles and Purposes and with Love as our guide, we covenant to support the care and well-being of all during our in-person gatherings using the following points of care. We recognize that there are members of our community who cannot be vaccinated. We also recognize that the Delta variant is *highly contagious* and airborne.

Therefore we care for the most vulnerable in our Fellowship by:

- For all Summit gatherings, indoor or outside and regardless of size, masks are required.
- Staying home rather than attending in-person gatherings if we are ill or we are feeling like we are becoming sick, have a fever or have been exposed to someone who is ill. (This includes colds, flu, etc.)
- Agreeing to notify the Summit Office and the Fellowship Community if we have been exposed to COVID-19 and have been physically in contact with members of the community on campus or at a Summit function.

This is a living document and will be adapted as our community care needs evolve, and as virus levels in the county decline.

As of 8/11/21, we are operating at a 50% pre-COVID occupancy.

Sanctuary - No more than 74 people
Salon - No more than 32 people
Library - No more than 11 people



SUMMIT UNITARIAN UNIVERSALIST FELLOWSHIP Meeting Sign-In Sheet

Event: _____

Date: _____ Location: _____

Contact Person: _____

This list of persons attending should be completed by the end of your meeting and given to the Office Administrator or put through the slot in black mailbox on the wall next to the office door.

Name	Contact Information (email or ph. #)
1	
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